

VACANCY ANNOUNCEMENT NUMBER: 01-019

U.S. Office of Government Ethics

POSITION (TITLE, SERIES, GRADE): Clerk (Worker-Trainee), GS-303-01

PROMOTION POTENTIAL: GS-303-04

STARTING SALARY: \$15,701 - \$19,642 Per Annum

OPENING DATE: September 10, 2001

CLOSING DATE: September 21, 2001

NOTE: Worker-trainees are hired under time-limited appointments. This position requires minimal training and experience. No written test is required. You will be evaluated on your: (1) experience, (2) education and/or training, (3) your willingness to perform routine tasks, and (4) your reliability and dependability. Worker-trainees may be converted to the permanent workforce after 3 years of service.

AREA OF CONSIDERATION: All Sources, Nationwide and ICTAP Candidates in the Local Commuting Area.

DUTY LOCATION: Washington, DC

FOR MORE INFORMATION CONTACT: Richard Woods, 202-208-8000, extension 1226.

BENEFITS: Employees hired under this Worker-Trainee Program in full-time positions will be eligible for the following employee benefits:

- Federal Employees Retirement System (FERS)
- Federal Employees Group Life Insurance (FEGLI)
- Federal Employees Health Benefits Program (FEHB)
- Paid Annual Leave and Sick Leave

MAJOR DUTIES:

This position is located in the Office of Administration, U.S. Office of Government Ethics and is responsible for performing clerical tasks such as: answering Agency telephones, referring callers, and taking messages; using word processing and Agency's GroupWise e-mail computer system; greeting visitors to Agency and notifying appropriate staff; handling receipt and pick up of documents and packages for the Agency; folding and stuffing material in envelopes, typing and affixing mailing labels, and metering outgoing mail; operating copying and fax machines; and filing assignments.

QUALIFICATION REQUIREMENTS:

- At the GS-01 grade level, there is no experience or education requirements. No written test is required. You will be evaluated on your willingness to perform routine tasks and on your reliability and dependability.

KNOWLEDGE, SKILLS AND ABILITIES:

Candidates should submit a narrative statement on a separate page(s) with specific responses to the knowledge, skills, and abilities (KSAs) in this announcement. Please address the following KSAs on separate bond paper:

1. Knowledge of grammar, spelling capitalization, and punctuation.
2. Ability to maintain an office filing system.
3. Knowledge of the use of personal computer.

WORKER TRAINEE PROGRAM PROVISIONS:

These appointments will be made as Temporary Appointments Pending the Establishment of a Register (TAPER), under the Worker-Trainee Program. The Worker-Trainee program is designed to provide an opportunity for those with minimal experience or skills. It will provide you with a chance to learn not only a wide range of marketable clerical and computer skills, but also good work habits like punctuality and dependability. Worker-Trainees are provided formal and on the job training, appropriate mentoring, and counseling services.

During the first three years, you are placed on a temporary appointment. You will have the opportunity to be promoted to either the clerk or Office Automation Clerk, depending upon assigned duties and qualifications up to the GS-4 level during the three year training period. At the end of the three year period of satisfactory performance, you will be eligible for conversion to a career appointment without having to reapply. Upon conversion, you are eligible to apply for promotional opportunities as they are announced.

HOW TO APPLY:

Your application or resume *MUST* contain the following information:

- Job announcement number, job title, and grade level.
- Your full name, social security number, mailing address, and telephone number(s).
- Education, training, and/or work experience.
- information about previous Federal employment, including salary (or highest General Schedule (GS) level).

- Country of citizenship.
- Evidence of veterans' preference. If you are entitled to veterans' preference submit a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility. Veterans claiming 10-point preference must also attach an SF-15, Application for 10-Point Veteran's Preference, as well as the proof required by that Form.
- Required information if you are a displaced Federal employee applying for a selection priority under ICTAP. Proof of eligibility for a priority is either a Reduction-In-Force (RIF) separation notice; SF-50, Notification of Personnel Action, showing separation as a result of RIF; or other official agency notification; and your latest performance appraisal. To receive a selection priority you must be determined to be well-qualified for the position.
- Current Federal employees must submit a copy of their most recent annual performance appraisal and their most recent SF-50, Notification of Personnel Action.
- Males over the age of 18 born after December 31, 1959, must indicate on their application that they have registered with the Selective Service System (or have an exception) to be eligible for a Federal job.
- Welfare to Work Program form (OPM-1635).

Failure to submit all required documents and information requested by the closing date of this announcement may result in your not receiving full consideration. Applicant's qualifications will be evaluated solely on the information submitted in their applications.

SEND APPLICATIONS TO:

U.S. Office of Government Ethics
ATTN: Richard L. Woods
1201 New York Avenue, NW., Suite 500
Washington, DC 20005-3917

Please indicate the announcement number on the application materials as well as the envelope. Applications *must* be post-marked by closing date of the announcement. Applications sent at the Government's expense will not receive consideration; this includes applications received at a Government fax machine.

Job finalists will be asked to complete a Declaration for Federal Employment, OF-306, to determine suitability for Federal employment and to authorize a background investigation.

Relocation expenses are not authorized for this vacancy.

The U.S. Office of Government Ethics is an Equal Opportunity Employer. All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, handicap, or any other non-merit factor.